

By-Laws
SAN BENITO COUNTY
4-H VOLUNTEER MANAGEMENT ORGANIZATION

ARTICLE I
Membership

Section 1 -- Introduction

Membership in this San Benito County 4-H Council shall be active, ex-officio and honorary, and open to all persons without regard to race, color, national origin, religion, sex, gender identity, pregnancy (including childbirth, and medical conditions related to pregnancy or childbirth), physical or mental disability, medical condition (cancer-related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services.

Section 2 -- Categories, Qualifications and Designations

A. *Active Membership*

All 4-H volunteers who are appointed by the county director and actively serving in administrative, assistant, project or activity capacities in the promotion and operation of chartered 4-H units of the 4-H YDP shall be active members of the San Benito County 4-H Council.

1. Senior 4-H members (9th grade – 12th grade) shall be eligible to be active members of the 4-H Council. All senior 4-H members who are eligible shall participate as 4-H Council members with full council membership rights, but shall not serve as adult 4-H volunteers or agents of the University of California. Senior 4-H members are allowed to hold the Reporter/Historian position on 4-H Council only.
2. Members of county, sectional, and /or state councils, committees, or task forces must be appointed 4-H adult volunteers or youth members in good standing.

B. *Ex-Officio Membership*

The County Director and 4-H YDP staff serving the county shall be ex-officio members of the council. No designation shall be necessary.

C. *Honorary Membership*

Any person who is not an active or ex-officio member, and who has made an outstanding contribution to the 4-H Youth Development Program (hereafter 4-H

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Council) honorary membership shall be designated by the issuance of a certificate by the County 4-H Council and county director.

Section 3 -- Limitations, Privileges and Responsibilities of Volunteers

- A. Appointed 4-H volunteers shall be designated by issuance of an appointment card by the University of California Cooperative Extension County Director following completion of the 4-H application, screening and orientation process. Such appointments shall be annually reviewed before renewal or termination by the Cooperative Extension County Director.
- B. Appointed adult 4-H volunteers shall be regarded as agents of the University of California. As such, they shall be entitled to protection for actions relating to official 4-H activities and duties under the University's general personal injury and property damage liability policy. This protection is in force as long as the 4-H adult volunteer's appointment is current and they conform and comply with the policies of the University of California 4-H YDP when engaging in 4-H Council activities.
- C. Ex-officio and honorary members of the 4-H Council shall have the right to express opinions on any matters under discussion, but shall not be entitled to a vote.

ARTICLE II **Officers**

Section 1 -- Members

The officers of the San Benito County 4-H Council shall consist of a President, Vice-President (s), Secretary (ies), Treasurer (s), Reporter/Historian and such others, as the 4-H Council deems necessary. These officers will make up the Executive Committee.

Section 2 -- Eligibility and Term of Office

An office shall not be held by the same person for more than two consecutive years. Elections should be held at the end of the 4-H year, or soon after the beginning of the new 4-H year. All offices are one year terms.

Section 3—Vacancies

Vacancies on the board will be created by the following:

- 1) A board member resigns his/her position. Such resignations must be in writing and be submitted to the Board Secretary. The Board Secretary will read the letter of resignation at the next regularly scheduled meeting at which time the office shall be declared vacant. If the secretary is the resigning officer, the letter shall be submitted to the President.
- 2) A board member misses three (3) consecutive meetings within the 4-H/fiscal year. The Board President may release the absent board member from his/her board obligations by declaring the office vacant.
- 3) A board member who is not a re-appointed volunteer or has his/her volunteer status removed by the University of California Cooperative Extension County Director. The office shall then be declared vacant.
- 4) Death of a board member.

The vacating officer must turn over all records to the secretary in a timely manner. If the Secretary vacates the office, said records shall be given to the President.

In the absence of the President, the Vice-President shall preside. In instances of absences of the other executive officers, the President may appoint an officer pro-tem for the duration of the meeting. If the office of President is vacated, the Vice-President shall be installed as President for the remainder of the term. Vacancies of any other executive offices mid-term shall be filled by appointment by the President for the remainder of the term.

Section 4 -- Duties of Officers

A. President

It shall be the duty of the President to:

- Preside over all regular and special meetings of the county 4-H Council
- Serve as ex officio member of all committees of the county 4-H Council and appoint the members of such committees.
- Call special meetings when necessary and in concurrence with the county 4-H YDP staff.
- Prepare Executive Committee and 4-H Council meeting agendas in consultation with the county 4-H YDP staff.
- Have signature authority on the 4-H Council checking account and savings account.
- Have voting rights when a motion is on the floor and results in a tie vote.
- Convene a complaint review committee in conjunction with 4-H staff
- Appoint Committees

B. Vice-President

It shall be the duty of the Vice President to:

- Preside at all meetings in the absence of the President.
- To succeed to the office of President if that office should become vacant between elections.
- Serve as Chairman of the 4-H Council Program Committee.
- Have signature authority on the 4-H Council checking and savings account.

C. Secretary

It shall be the duty of the Secretary to:

- Record the full and complete minutes of all meetings of the 4-H Council, and assist with any and all correspondence as directed by the President. Motions made during the meeting and the result thereof should be accurately documented and recorded.
- Provide a set of all 4-H Council minutes to the county 4-H YDP staff the following week following each council meeting. These minutes will be made available to the membership at large with no exceptions.
- Keeps a record of those present at the 4-H Council meeting (units and other individuals).
- Have signature authority on the 4-H Council checking account and savings account

The offices of secretary and treasurer may be combined into one office

D. Treasurer

It shall be the duty of the Treasurer to:

- Keep accurate financial records, copies of invoices bills, etc., relating to the funds and property of the 4-H Council, accounting fully for all receipts and expenditures.
- Receive record and deposit all funds in a regulated bank or similar financial institution to the account established for the 4-H Council.
- Pay bills and make other authorized expenditures provided for in the budget or otherwise approved by the 4-H Council.
- Secure authorization by the 4-H Council for disbursement of all funds.
- Comply with all University of California financial policies and procedures as outlined in the 4-H YDP Policy Handbook.
- Furnish financial reports annually at year-end and at such times as required by the 4-H Council and the County Director. Financial reports should include a Statement of Financial Position (balance sheet), a Statement of Revenues and Expenses (income statement), and a list of tax identification numbers used in the County 4-H Council system/program.

- Act as custodian of all funds and personal property of the 4-H Council, and keep a current list of all such property.
- Prepare all financial records for an annual audit or peer review in accordance with University of California procedures.
- Prepare and file all reports required by federal, state and local governmental agencies, including the Internal Revenue Service (990), California State Franchise Tax Board, and the State Board of Equalization, where and when applicable.
- Forward annual financial reports to the County Director or designee at the close of the 4-H program year and no later than September 15th.
- Have signature authority on the 4-H Council checking and savings account.

E. Reporter/Historian

It shall be the duty of the Reporter/Historian to:

- Provide external communications with media, i.e., radio, newspapers, etc.
- Provide internal communications via a county 4-H newsletter with members, participants, 4-H adult volunteers and 4-H YDP staff, regarding 4-H Council activities.
- Provide training, support and assistance to 4-H unit reporters and historians in the visibility and public relations area.

Section 5 -- Executive Committee

- A.** By majority vote of those present at a regular meeting, the 4-H Council will determine whether it will conduct business by Executive Committee for the current year. If it is so determined, the Executive Committee will consist of the 4-H Council officers of the current 4-H YDP program year (July 1st- June 30th), and as many active members as it deems necessary. Each member shall have one vote. The 4-H YDP staff and County Director shall be ex-officio members.

B. Duties of Executive Committee.

It shall be the duty of the Executive Committee to:

- Consider and recommend to the county council policies related to state 4-H YDP policies and other policies governing the county and local 4-H YDP programs. After policies are approved by the 4-H Council, they should be entered in a policy book.
- The Executive Committee may be authorized to act for the 4-H Council in making decisions when immediate action relating to the local 4-H YDP program is necessary. Any major action of the Executive Committee should be subject to the approval of the 4-H Council at its next regular meeting.
- The Executive Committee may assist the president in arranging the agenda for the 4-H Council meetings, the appointment of committees, and such other

matters as may facilitate the orderly and efficient operation of the county 4-H Council and the county 4-H YDP program.

C. Executive Committee Quorum.

A quorum is 50% plus one of the members of Executive Committee. No meetings or business shall be transacted without a quorum.

**ARTICLE III
Elections**

Section 1 -- Nominations

A nominating committee shall nominate officers of the 4-H Council. Additional nominations shall be called for from the floor before balloting begins.

Section 2 -- Balloting

Elections shall take place by written ballot unless the 4-H Council by majority vote of those present specifies otherwise.

**ARTICLE IV
Meetings**

Section 1 -- Regular Meetings

There shall be at least one (1) regular meeting of the 4-H Council each program year (July 1st-June 30th). These meetings shall be held the **4th Monday** of the month (except December), unless otherwise specified by a two-thirds (2/3) vote of all units represented (one vote per unit).

Section 2 -- Special Meetings

The President, acting in concurrence with the 4-H YDP staff, may call special meetings at any time. Proper notification (telephone or mail) techniques must be used.

Section 3 -- Training Meetings

No 4-H Council business shall be transacted at training meetings unless the 4-H Council so directs.

Section 4 -- Meeting Notices

Notices of all meetings of the 4-H Council shall be provided to adult volunteers and senior members by or in conjunction with 4-H YDP staff. No meetings or 4-H Council business shall be transacted without a majority of the 4-H Council or a majority of the Executive Committee being present.

Section 5 -- Agenda

The agenda for each regular or special 4-H meeting shall be prepared jointly by the President and the 4-H YDP staff.

Section 6 -- Attendance

No meetings of the 4-H Council or its committees shall be secret. Honorary members, parents, 4-H members who are not active members of the 4-H Council as defined in Article I, Section 3, and other visitors may attend 4H Council meetings, may express opinions, but shall not be entitled to vote.

Section 7 – Quorum for VMO Regular & Special Meetings

A quorum at regular and special meetings of the 4-H Council shall consist of those active members who attend the meeting, provided the meeting has been properly called and unless otherwise specified in the bylaws. No meetings or business shall be transacted without a quorum.

Section 8 – Voting

Each Community Club Unit has a minimum of three voting delegates. Clubs with 30 or more youth members, in good standing, have an additional vote for each ten members over the initial 30 members. Each club must be represented by a minimum of one adult and include, at least one youth. Voting delegates represent their clubs on votes including, but not limited to funds disbursed, committees established and policy decisions. It is the responsibility of each club to determine who their voting members will be.

Section 9 – Robert’s Rule of Order

Robert’s Rules of Order Newly Revised will be followed in conducting business.

Section 10– Voting

ARTICLE V

Finances

Section 1-- Council Funds

Use of 4-H Council funds must be in accordance with the University of California policies and 4-H YDP mission and core values as interpreted by the 4-H YDP staff. (See 4-H Handbook, Finance Section.) The county UCCE/4-H office will be the legal mailing address for the County 4-H Council.

Section 2 -- Money-Raising Activities

All money-raising activities for the 4-H Council, for committees and for individual 4-H units shall be in compliance with the policies of the University of California, and 4-H YDP and federal, state and local laws and regulations. Annual fundraising must be approved by the County Director. Particular care shall be exercised in the use of the 4-H name and emblem. Use of the 4-H name and emblem on articles sold for profit and in solicitations for commercial enterprises in the name of the 4-H YDP program must be approved by the State 4-H YDP Program Director. Lotteries and raffles shall not be used for fund-raising purposes.

Section 3 --Taxes

The 4-H Council shall comply with all University of California policies and procedures, as well as all federal, state and local laws relative to property and income taxes, and shall require all committees and individual 4-H units and groups to follow similar procedures.

Section 4 – Contracts

The 4-H Council may not commit the University to any contractual obligations.

Section 5 – Assets

Assets received or raised by the 4-H Council must be utilized in the delivery of the county 4-H YDP and are under the administrative purview of the University of California. Investments must follow University of California policies and procedures and by approval of the County Director.

Section 6 – Disbanding of the 4-H Council

In the event the San Benito County 4-H Council is disbanded, all assets (including equipment, property, bank accounts, etc.) remain the property of the University of California and shall be transferred to the County Director or the 4-H YDP Director as appropriate. The administrator will hold the assets in escrow for three (3) years before distributing the assets for development of other 4-H YDP programs in the county.

Section 7 – Disbanding of 4-H Units

In the event a chartered 4-H unit is disbanded, all assets (including equipment, property, bank accounts, etc.) shall be transferred to the county 4-H Council to be held in escrow for three (3) years before distributing the assets for development of other 4-H YDP programs in the county.

ARTICLE VI
Committees

Section 1

The 4-H Council may establish committees such as Program, Finance, Fairs and Shows, Awards, Leadership Development, and such other committees as it considers necessary.

Section 2

The 4-H Council President and/or Executive Committee shall appoint all members of the committees and name the chair of each committee. All committees should adhere to the mission, core values and policies of the University of California 4-H YDP when planning educational events and activities. When possible, senior members should be appointed.

Section 3

Committees must be given clear, definite instructions about their duties or assignments, how long they are to take, and to whom, when and what they are to report. In carrying out their assignments, they should accurately interpret their jobs from instructions given in the by-laws, from recorded minutes of meetings, or from suggestions of the 4-H Council President and/or 4-H YDP staff.

Section 4

Committees should keep the 4-H Council informed by giving reports as to their plans, what they are doing, and how they are functioning. Committees should coordinate all activities through the 4-H Council and the 4-H YDP staff. County 4-H YDP staff and the county director have final authority for the administration and operation of the county 4-H YDP program.

ARTICLE VII
Amendments

Section 1 -- Procedure

Amendments to the By-Laws may be made by the 4-H Council with approval by the 4-H YDP staff and the County Director providing they do not depart from the intent of the Constitution and By-Laws as herein stated, and provided they do not change of the required language (RL) sections. All proposed changes to required (RL) sections must be submitted by the County Director to the State 4-H Director before final approval of the 4-H Council. Amendments shall be read at a regular meeting or special meeting of the 4-H Council one month in advance of final action, or shall be sent in a letter to every member at least one week before final action. All revisions must be filed with the county and state 4-H YDP office.

Section 2 -- Voting

Amendments to the By-Laws may be passed by a two-thirds vote of the voting members present, providing the above procedure has been followed.

ARTICLE VIII
Adoption

Section 1

The adoption of these By-Laws shall be concurrent with the adoption of the Constitution of the 4-H Council. The effective date shall be upon the approval of the 4-H Council and that date shall be stamped on each page of the By-Laws.



4-H Council President (date) 7/22/13



4-H YDP Staff (date) 7/22/13



County Director (date) 7/22/13

California 4-H YDP Director (date)